

PARENTAL ABSENCE FOR CHILD'S EDUCATION

PURPOSE

To promote the involvement of state employees in the academic achievements of their children through flexibility in scheduling work.

SCOPE

This policy applies to employees in the state civil service except employees appointed on a temporary or intermittent basis.

STATEMENT OF POLICY

Appointing authorities in all state agencies shall make reasonable efforts to approve employee requests for time off to foster involvement in their child's education through participation in parent-teacher conferences, classroom activities or other means. Such time off shall be accomplished through the use of adjusted work schedules to accommodate the time needed. In those situations where an adjusted work schedule is not practical, such as 24-hour/7-day operations, appropriate forms of accrued leave should be utilized.

REFERENCES

Executive Order 89-15
Vacation Leave Policy/R&P
Personal Leave Policy/R&P
Financial Management Circulars 2004-02 and 2011-2
Hours of Work – Work Schedules Policy/R&P

EFFECTIVE DATE July 1, 2011
Supersedes policy dated July 1, 2005

APPROVAL 

Daniel L. Hackler, State Personnel Director

DATE June 15, 2011